

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: PAYROLL MANAGER

POSITION LOCATION: Agency Finance - Tucson

SUMMARY OF WORK:

Provides technical and managerial support to the Director of Finance in the area of Payroll.

MINIMUM QUALIFICATIONS:

A.A. Degree, two-year business school, or equivalent with coursework in Accounting, Finance or a Business related field; 2 years of automated payroll experience; 1 year of supervisory or work leader experience. Or any combination of experience, training, or education that meets the minimum requirements.

PREFERRED QUALIFICATIONS:

Experience with the State of Arizona HRM system, experience in an educational setting, additional years of related training or education beyond the minimum.

MAJOR DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of this position include but are not limited to the following: Plan, direct, and evaluate the work of assigned Payroll staff. Assist with development and implementation of departmental and agency procedures and ensure compliance. Calculate and review the employee federal and state withholding taxes, unemployment fees, employee history adjustments, and employee retirement payments for accuracy. Calculate unemployment compensation claims. Make projections of wages and related costs. Develop and maintain interface with HRMS administrators at Arizona Department of Administration (ADOA). Receive signed personnel actions and calculate pay. Receive, review, and enter attendance. Implement procedures to prevent payroll fraud and investigate fraud issues. Perform audits for unauthorized warrants that are printed and process reversals and voids on the warrants. Reconcile transactions for underpayments, overpayments, reversals, and voids. Interface with agency supervisors, managers and individual employees to resolve issues related to payroll or attendance reporting. Respond to requests for information from the HRM system and other databases of employee information. Prepare, request, distribute, and interpret reports from HRMS as needed for timely reporting. Direct assigned staff in maintenance of payroll files and requests for employment verifications. Continually strive to develop new, cost effective, time conscious, and automated, methods of performing payroll functions. Attends all organized training sessions for the State's HRM system; adheres to DOA policies and procedures related to the HRM system; protects the confidentiality of information in the system. Assist in training personnel liaisons and agency staff on attendance and leave policies and procedures. Confers with supervisor; receives instruction and guidance; attends scheduled department meetings. Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current practices in HRM Systems, ASDB and ADOA procedures related to systems. Skill in data entry and use of office equipment. Skill in oral and written communication. Skill in supervision. Skill in the use of PCs and related software including Excel, Access, and Microsoft Word, and the HRM system. Skill in organization and management of time. Skill in general office procedures. Ability to learn Sign Language.